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GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

July 9, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-01

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Calendar Year 2016 OSUP Pay Period Table & OSUP Calendar

Attached are the 2016 Office of State Uniform Payroll (OSUP) processing table & calendar which cover the payroll periods from January 2016 through December 2016 and includes the following information:

Table:

- a. Pay Period number
- b. Pay Period From & To dates
- c. Check Date  
**Note:** 11/11/2016 payday will be moved to Thursday 11/10/2016 since Friday 11/11/2016 is a Federal Reserve holiday.
- d. Insurance Month  
**Note:** 04/29/2016 & 09/30/2016 check dates will be free of semi-monthly deductions.
- e. AFS Posting dates (regular payroll)  
**Note:** Check date 04/01/2016 will be posted to AFS in March (03/30/2016).  
Check date 09/02/2016 will be posted to AFS in August (08/31/2016).

Calendar:

- a. Payday
- b. Pay Checks free of Semi-Monthly Deductions
- c. Pay Period End Dates
- d. State Holidays

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These documents, as well as calendars for prior years can be found at:

[http://www.doa.louisiana.gov/osup/osup\\_calendars.htm](http://www.doa.louisiana.gov/osup/osup_calendars.htm).

Postings for off-cycle payments are not included on the table since these postings may occur on a daily basis. Off-cycle payments will be posted in the evening on the next business day after the date of the payment.

Questions concerning the information on these attachments may be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

Michelle Richmond	342-5357
Brandy Boyd	342-5354
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Desiree Jefferson	342-5377
Jodi Bullock	219-0192

APH/MFR/ral

Attachments: [OSUP Pay Period Table \(2016\)](#)  
[OSUP Calendar \(2016\)](#)